

CLASSIFICATION: BARBERING, COSMETOLOGY AND ESTHETICS INSPECTOR

Class Code: 1049-22

Date Established: 12-15-93

Occupational Code: 3-1-1

Date of Last Revision: 11-25-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To inspect barber, cosmetology, esthetic, manicuring, tanning facilities, and training schools to determine compliance with appropriate state laws and board regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts inspections of new and established barber, cosmetology, esthetic, manicuring, tanning facilities, and training schools to verify compliance with regulations concerning health hazards and sanitary procedures.
- Inspects licensing and financial records to determine that owners, operators and lessees or tenants are properly licensed in accordance with state laws and board policies.
- Explains results of inspections to owners and superiors and advises them of alternative or appropriate courses of actions.
- Investigates complaints registered by the public and reports findings to the Board.
- Testifies in and assists prosecution with adjudicative proceedings.
- Recommends corrective action or policy changes to the Barbering, Cosmetology and Esthetic Board based on inspection observations.
- Carries out the decisions of the Board.
- Consults with and advises community officials regarding sanitation activities within their jurisdiction.
- Recommends issuance or withholding of a facility license.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency program or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as running, reaching, or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or equivalent plus an additional 1500 hours extending over a period of one (1) year in an approved school of Master Barbering or Cosmetology, or 3,000 hours distributed over a period of eighteen (18) months under a licensed Master Barber or Cosmetologist. Or must hold a combination of at least two licenses for a barber, esthetician, or manicurist.

Experience: Six years of experience as a licensed operator in the field of assignment (Master Barber or Cosmetologist), or seven years of experience as a licensed operator in the field of assignment (Barber, Esthetician, or Manicurist).

License/Certification: Possession of a current Barber, Cosmetology, Esthetician, Manicurist, or Master Barber license under the provisions of RSA Chapter 313-A, State of New Hampshire. Possession of a valid driver's license and have access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Thorough knowledge of the techniques of barbering, cosmetology, esthetic and manicuring. Thorough knowledge of the state statutes governing the licensure of operators and establishments. Thorough knowledge of the Board's Administrative Rules. Considerable knowledge of the types of financial records maintained by barbering or cosmetology salons, shops and schools. Some knowledge of inspection procedures. Some knowledge of report writing. Some knowledge of office and clerical procedures. Ability to perform onsite inspection duties. Ability to recognize health and safety hazards. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with persons engaged in the profession of barbering and cosmetology and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title